



Cambridge roadrunners Girls' Hockey Association (CrGHA)

## Off-Ice Officials

### Official Scorer / Game Timekeeper Guide (ver. 2020-11-04)

## How to Fill in the OWHHA Official Game Sheet

**COACHES** are responsible for filling out Home/Visiting team rosters, along with date/time/length of game and other details. **OFFICIAL SCORERS** are responsible for filling in the Home & Visiting Team Scoring sections and Home & Visiting Team Penalties sections of the Official Game Sheet. You do not need to fill in the shots on goal section, but it is appreciated by the teams if you are able to do so.

### GOALS

When a goal is scored by the Home Team fill in the details under Home Team Scoring, Visiting Team goals are recorded in the Visiting Team Scoring section.

- For the first goal use row No. 1, second goal use row No. 2, etc.
- Fill in the Per. (period) and Time (time on the score clock) as soon as the goal is scored. - The referee will come to the time keeper's box and give you the jersey numbers of the Sc. (goal scorer) and optionally numbers for Assist(s) on the goal.

e.g.

Goal scored by the Home Team in period 1 at 3:14 by #16 and assisted by #36 and #9.

The second goal of the game was scored by the Visiting Team in period 2 at 2:01 by #25 and assisted by #4.

The third goal of the game was scored in period 2 at 5:10 by #42, unassisted.

The score in the game is Home Team 2, Visiting Team 1.

Shots on Goal are tallied by period and are then added up and noted in the Total box.

The unused lines are crossed out and the total score is written and circled in the open space.

Home Team Scoring					
No.	Per.	Time	Sc.	Assist(s)	
1	1	8:25	16	36	9
2	2	5:10	42		
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
Shots on Goal - Home					
1st	2nd	3rd	OT	Total	
				10	

Visiting Team Scoring					
No.	Per.	Time	Sc.	Assist(s)	
1	2	2:01	25	4	
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
Shots on Goal - Visitors					
1st	2nd	3rd	OT	Total	
				8	

## PENALTIES

- When the referee calls a penalty on the Home Team fill in the details under the Home Team Penalties section (left side of sheet), Visiting Team penalties are recorded in the Visiting Team section (right side of sheet).
- When play stops the referee will come to the time keeper's box and give you the No. (jersey number), Min. (penalty minutes, typically 2) and Offence, fill these into the first available row in the penalties section. - Fill in the Per. (period), and Off (time on the clock)
- All penalties will result in an immediate Penalty Shot, so no, players will be in the penalty boxes.

HOME TEAM PENALTIES													
ALL PENALTIES BELOW MUST HAVE ALL TIMES LISTED CORRECTLY FOR ABOVE TEAM ONLY.													
Per.	No.	Offence	Min.	Off	Start	On	Per.	No.	Offence	Min.	Off	Start	On
1	3	TR	2	2:58									
2	6	BDG	2	1:25									

The unused lines are crossed out.

## END OF THE GAME

Following the game the Official Scorer is to verify the completed Official Game Sheet, then sprint their name and phone number in the Official Scorer Boxes provided.

Ensure that the Referees have reviewed and signed the Score Sheet, and forward it to the Home Team Manager/Coach.

Official Scorer (Please Print)	Phone #
Jenny	867-5309

## CrGHA Off-Ice Officials (Timekeeper / Official Scorer) Guide

Off- Ice Officials are to be nonpartisan (unbiased and not act as a parent or a fan) during the duration of the game. Off-Ice Officials should learn to have a good knowledge of the rules and must understand delayed penalty situations, coincidental penalty rules, and should be familiar with the Referee signals.

Pre-Game Before starting a game, there should be a designated **Timekeeper** and a designated **Official Scorer**. Both people will be in the Timekeepers box prior to the start of the game to set up everything. They will then remain there for the duration of the game.

### Timekeeper/ Official Scorer Check-List

(Prior to each game, the Timekeeper / Official Scorer should be prepared with the following)

- Ontario Women's Hockey Association (OWHA) Official Game Sheet.
- Pens (it is always handy to have an extra pen in case one runs out of ink)
- Scrap piece of paper for quickly writing down numbers and times
- The score clock instructions.
- Be prepared and ready 10 minutes prior to the game

### Official Scorers Duties

The Official Scorer answers to the game officials (referees) and them alone. The Official Scorer will be in charge of the game sheet. This means that they must record all of the scoring and penalty information in the correct spots on the game sheet. The referees will provide the Official Scorers with the information regarding which player received the penalty, which player is serving the penalty, why the player received the penalty and how many minutes the penalty is for. The information regarding the period, the time the player got off the ice, when the penalty started and when the player got on the ice can be found by the Official Scorer on the score clock. The Official Scorer should write down the exact time on the score clock. Because there is a limited amount of space on a game sheet to write in the type of the offense for a penalty, Official Scorers should use the abbreviated form for each type of penalty. Using abbreviations will also come in handy if the referee is providing the Official Scorer with information about several penalties all at once. The abbreviations for each penalty is located at the back of the score sheet.

### Timekeepers Duties:

The game clock is the only official timekeeping system in the ice rink. All activities are initiated from this one timing device. The Timekeeper is at all times - prior to a game, during a game and immediately following a game - responsible for the time displayed on this device.

### NOTE TO OFF-ICE OFFICIALS

Your volunteer time is greatly appreciated by the on-ice officials. If you're encountering unruly behavior by any player or fan, Please bring this to the attention of the on-ice official at the next stoppage of play. DO NOT wait until the end of the period or game.

### Official Scorer:

**Prior to the game**, the Official Scorer should make sure that the game sheet contains the following:

- Each page of the game sheet must have a copy of the team rosters (if team rosters are printed off on a sticker there must be a sticker on each page of the game sheet). C- Capitan, A - Assistant Captain, AP - Affiliated player. All referees and linesmen will provide their referee/linesmen numbers and will sign the game sheet at the end of the game
- Each team roster has a signature in the verified by box located below the team rosters.
- The League game number, team names, division, tier, game location, team rosters, division, date, arena, type of game, and start time are all filled out prior to the start of the game.
- The Roster cannot be changed or altered without the approval of an ice official (referee)

**During the game** the Official Scorer shall record the following information on the Official Game Sheet:

The goals scored

The number of the goal scorers and players to whom assists has been awarded as reported by the on-ice official. A Official Scorer cannot add assists without the on-ice officials approval

All penalties assessed by the Game Officials with the numbers of the penalized players, the infraction, the time at which it has been assessed and the duration of each penalty

Each penalty shot awarded with the name of the player taking the shot and the result of the shot

The time of entry into the game of any substitute goaltender

Advise the Referee when the same player has received his second Misconduct penalty in the same game

Notify the Referee if a player, not listed on the Game Sheet is participating in the game

Shots on net are required to be recorded at the Atom level and up. The number of shots and whether a shot puck counts as a shot is determined by the person running the clock only. Shots cannot be changed on the scoresheet. A shot is to be counted on the premise if there was no goalie in the net, then the puck would enter the net. A post is NOT a shot on the net, a puck played at the side of the net by the goalie is NOT a shot unless it would have entered the net without the goalie. (shots can be recorded by the Timekeeper on the clock, or on paper then given to the Official Scorer to put on the Official Game Sheet)

**Scoring** - Each team's scoring section has the headings No., Per., Time, SC, and Assist.

**No.** - refers to the number of goals for that team. This section of the game sheet is already filled in with the numbers 1 through 15 and the Official Scorer does not have to add any information to this section.

**P** - refers to the period in the game that the goal is scored.

**Time** - refers to the time left in the period in which the goal took place (i.e. the time left on the score clock).

**SC** - refers to the jersey number of the player that scored the goal.

**Assist** - refers to the jersey number(s) for the one or two players that assisted on the goal

**Penalties** - Each team's penalties section includes the headings Per., No., Serv., Offence, Min. Off, Start, and On.

**Per.** - refers to the period in which the penalty occurred.

**No.** - refers to the jersey number of the player that received the penalty.

**Serv.** - refers to the jersey number of the player that served the penalty in the penalty box.

**Offense** - refers to why the player received the penalty.

**Min.**- refers to the number of minutes that the penalty is for.

**Off** - refers to the time on the score clock that the player got off the ice for the penalty.

**Start** - refers to the time on the score clock that the time for the penalty started.

**On** - refers to the time on the score clock that the player was allowed to go back on the ice after the penalty. This section should not be filled in by the Official Scorer until after the player is back on the ice as the player may not have to serve the entire length of their penalty if the other team scores a goal.

**After the game** the Official Scorer must:

Following the game the Official Scorer is to verify the completed Official Game Sheet and have it signed by the Referee, and forward it to the Home Team Manager/Coach.

No request for changes in any awarding of points shall be considered unless they are made by the Captain before the conclusion of the actual play in the game or before the Referee has signed the Official Game Sheet.

## **Timekeepers:**

The Timekeeper shall record and manage the:

- Game countdown before the game
- Shots on net
- All actual playing time during the game , including start time & finish time
- Start time and finish time of all penalties
- Start time and finish time of all time-outs

**Prior to the game**, the Timekeeper must:

Discuss with the managers any special arrangements for the game (stop time, straight time, floods, timeouts, etc.) as per the League/Association Regulations.

Shots on Goal - Shot that would enter the net if there was no goalie. Record on clock (shots on home goalie are recorded on home side of the clock), or record on paper for the Official Scorer to put on the game sheet.

Become acquainted with the timekeeping system and its functions.

Verify that the timekeeping system is functioning properly and check the buzzer,

Check additional functions of the timing devices.

Be in place to begin the countdown procedure 10 minutes prior to the start of the game.

**During the game**, the Timekeeper needs to be aware of the referee when the Referee and both teams are ready for the first faceoff at center ice, the Referee will raise their hand to signal to the Timekeeper that they are ready to drop the puck. The Referee should receive the OK from the Timekeeper, indicating that the timekeeping system is ready to start the game. From this point on, the Timekeeper must focus all of his attention on the Referee(s).

When the Referee drops the puck, the Timekeeper must immediately start the operation of the game clock.

Stop the clock upon hearing the Referee or Linesman whistle

Enter each goal on the clock as per referee instruction

Enter each penalty, if clock is equipt

Enter each shot on net, if clock is equipt (give recorded shots to the Official Scorer to be entered on the Official Game Sheet)

#### **GM - Game Misconduct** - 10 mins.

Anyone assessed a game misconduct will be out for the remainder of the game. A substitute player for the penalized player shall serve the minor or major timed penalty but not the ten minute GM time. (written by Serv. on the game sheet). If a player is assessed a game misconduct in the last ten minutes of the game, 10 min will be recorded on the game sheet.

#### **MP - Match Penalty** - 5 mins

Anyone incurring a Match penalty shall be escorted from the ice for the balance of the game. A substitute for the penalized player shall serve the five minutes penalty time. (written by Serv. on the Official Game Sheet) **A game misconduct is NOT recorded for this offense.**

#### **MISC - Misconduct** - 10 mins

All misconducts are a non-timed penalty, and 10 mins are to be recorded on the game sheet, and no time on the clock.

## REFEREE'S SIGNALS



### BOARDING

Striking the clenched fist of one hand into the open palm of the opposite hand in front of the chest.



### CROSS-CHECKING

A forward and backward motion of the arms with both fists clenched, extending from the chest for a distance of about one foot.



### BODYCHECKING

Open palm of the non-whistle hand, with fingers together, comes across body on to the opposite shoulder.



### DELAYED OFF-SIDE

Non-whistle arm fully extended above the head. To nullify a delayed off-side the Linesman shall drop the arm to the side.



### BUTT-ENDING

A cross motion of the fore-arms, one moving under the other arm.



### DELAYED CALLING PENALTY

Extending the non-whistle arm fully above the head.



### CHARGING

Rotating clenched fists around one another in front of the chest.



### ELBOWING

Tapping either elbow with the opposite hand.



### CHECKING FROM BEHIND

A forward motion of both arms, with the palms of the hands open and facing away from the body, fully extended from the chest at shoulder level.



### GOAL SCORED

A single point directed at the goal in which the puck legally entered.